



Security VDOT Access Form

(not required for HCM ESS access)

Security Action Requested (select one)

<input type="checkbox"/> Add/Update Core User Access <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> Remove/Lock Out Core User Access <small>(Complete User Information section only)</small>
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User Information

Name - Last, First, Middle Initial <input type="checkbox"/> Name Change <input style="width: 95%;" type="text"/>	Business Email Address (<i>first.last@vdot.virginia.gov</i>) <input style="width: 95%;" type="text"/>
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Department ID: <input style="width: 95%;" type="text"/>	Employee ID: <input style="width: 95%;" type="text"/>
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User's Job Title: <input style="width: 95%;" type="text"/>	Cardinal User ID: <input style="width: 95%;" type="text"/>
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Is the User a contract worker? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name: <input style="width: 95%;" type="text"/>	Employee ID: <input style="width: 95%;" type="text"/>
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Requestor Information (only required for users with the **Purchasing Requisition Processor** role):

SHIP TO CODE: <input style="width: 95%;" type="text"/>	BILL TO CODE: <input style="width: 95%;" type="text"/>
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Phone: <input style="width: 95%;" type="text"/>	Fax: <input style="width: 95%;" type="text"/>
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FIN Section - Accounts Payable, Accounts Receivable, General Ledger, Procurement and Project Accounting (if applicable)

Finance Primary Permission Lists

Primary Permission Lists:

Check here if only requesting Read Only Access to FIN:

Finance Expense Approver Profiles

Expense Approver Profile for Workflow (only select one per user): **Remove Profile**

<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative

If Expense Approver Profile is checked, enter range of DEPTIDs user approves: From To

Finance Accounts Payable Roles (check all roles requested)

<input type="checkbox"/> Expenses Employee	<input type="checkbox"/> Expense Approver	<input type="checkbox"/> Supplier Conversation Processor
<input type="checkbox"/> Voucher Processor		

Central Office Fiscal Division or District Accounting Offices:

<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Sync Processor	<input type="checkbox"/> Expense Coordinator

Central Office Fiscal Division:

<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Acct Voucher Appr (CO Payroll Only)
<input type="checkbox"/> Accounts Payable Manager	<input type="checkbox"/> Utility Voucher Approver	<input type="checkbox"/> HCM Voucher Processor

Central Office Fiscal Division or Central Office ASD:

<input type="checkbox"/> Workflow System Administrator
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Central Office Fiscal Division and Scheduling & Contracts Division:

<input type="checkbox"/> Final Construction Voucher Approver
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Central Office Fiscal Division and District Construction Contract Administration:

<input type="checkbox"/> Construction Voucher Approver
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District / Central Office Human Resources:

<input type="checkbox"/> Human Resources Voucher Approver*
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*If HR Voucher Approver role is checked, please select District # user is responsible for:

<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15	<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17	<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19
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Finance Accounts Receivable Roles (check all roles requested)

District Accounting Offices or Central Office Fiscal Division:

<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor
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Central Office Fiscal Division:

<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> Accounts Receivable Specialist	<input type="checkbox"/> Accounts Receivable Supervisor
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<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> Accounts Receivable Fiscal Manager
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver
<input type="checkbox"/> Bill Adjustment Specialist		

Finance General Ledger Roles (check all roles requested)

Statewide:	<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:			<input type="checkbox"/> Agency Journal Approver
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> GL System Processor	<input type="checkbox"/> Mark Journal Post (Restricted)

Finance Procurement Roles (check all roles requested)

Statewide:	<input type="checkbox"/> Purchasing Requisition Processor	<input type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> Buyer
	<input type="checkbox"/> PCard User	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> PCard Administrator
	<input type="checkbox"/> Purchasing Contracts Administrator	<input type="checkbox"/> Bid Processor	<input type="checkbox"/> StoreKeeper

Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):

Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>

Central Office and District Administrative Services:	<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator
	<input type="checkbox"/> Procurement Manager*	<input type="checkbox"/> Senior Procurement Manager**

Procurement* or Senior Procurement Manager Role checked, select District Number:**

<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13
<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15
<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19

Central Office Administrative Services & Consultant Procurement Divisions:	<input type="checkbox"/> Administrative Services Director
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Central Office Fiscal Division:	<input type="checkbox"/> Fiscal Inventory Manager
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Finance Project Accounting Roles (check all roles requested)

Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:		
<input type="checkbox"/> Projects Manager	<input type="checkbox"/> Accounting Distribution Specialist	
Central Office Fiscal Division:	<input type="checkbox"/> Accounting Distribution Approver	<input type="checkbox"/> Project Status Approver
	<input type="checkbox"/> Project Accounting Configurator	<input type="checkbox"/> Work Breakdown Structure Control Status Processor

Finance Buyer Setup (if applicable)
Note: if authorized to buy goods or services other than SPCC

SHIP TO CODE: <input type="text"/>	BILL TO CODE: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>
Buyers user is authorized for: <input type="text"/>	Current Buyers that should have authorization for the new/updated user: <input type="text"/>

Additional Role (if applicable)

<input type="checkbox"/> VDOT Special (Restricted)
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HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)

HCM Primary Permission List

Primary Permission List: <input type="text"/>

HCM Benefits Roles (check all roles requested)

<input type="checkbox"/> Benefits Administrator	<input type="checkbox"/> Benefits Read Only
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HCM Human Resources Roles (check all roles requested)

<input type="checkbox"/> HR Administrator	<input type="checkbox"/> HR Position Management	<input type="checkbox"/> HR Manager Reports
<input type="checkbox"/> HR Read Only	<input type="checkbox"/> HR Read Only Sensitive Data	<input type="checkbox"/> EPR Only Entry

HCM Payroll Roles (check all roles requested)

<input type="checkbox"/> Payroll Administrator	<input type="checkbox"/> Payroll Read Only	<input type="checkbox"/> SPOT Approver
<input type="checkbox"/> Payroll Budget Processor		

HCM Time and Attendance Roles (check all roles requested)

<input type="checkbox"/> Absence Administrator	<input type="checkbox"/> Absence Supervisor	<input type="checkbox"/> Time & Labor Administrator
<input type="checkbox"/> Employee T&L Setup	<input type="checkbox"/> Time & Labor Supervisor	<input type="checkbox"/> TimeKeeper
<input type="checkbox"/> TA Interface Admin	<input type="checkbox"/> Delegation Administrator	<input type="checkbox"/> TA Reporter

Finance Buyer Access Approval

Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed Name	Signature (sign above)	Date

Access Approvals

By signing below, I acknowledge that I understand transactions added/ updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.

By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Printed Name	Date	Supervisor Printed Name	Date

<input type="text"/>	<input type="text"/>
User Signature (sign above)	Supervisor Signature (sign above)

I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.

<input type="text"/>	<input type="text"/>
Cardinal Security Officer Printed Name	Date

<input type="text"/>
Cardinal Security Officer Signature (sign above)

VA Department of Transportation Restricted Role and Permission List Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
VDOT Fiscal Officer Printed Name	VDOT Fiscal Officer Signature (sign above)	Date

Department of Accounts Segregation of Duties Approval (as required)

<input type="text"/>	<input type="text"/>	<input type="text"/>
DOA Approver Printed Name	DOA Approver Signature (sign above)	Date

Comments/Notes

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